

guidance INDEX

Vol. XV, No. 8 | November, 1952

SUBJECT INDEX

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New SRA Guidance Publications

Better Living Booklet, Helping the Gifted Child by Paul Witty, Professor of Education and Director of the Psycho-Educational Clinic, Northwestern University. (See review item No. 16)

Junior Life Adjustment Booklet, Exploring the World of Jobs by Donald E. Kitch, Chief of the Bureau of Guidance, California State Department of Education. (See review item No. 37)

Life Adjustment Booklet, You and the Draft by William S. Vincent and James R. Russell, Executive Officers in charge of the Citizenship Education Project at Teachers College, Columbia University. (See review item No. 31)

Directions For Use

The **Guidance Index** lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, administrator, and professional worker; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes material especially suitable for the elementary schools.

Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. A dagger (†) denotes this material. In this issue of the **Guidance Index** you will find:

58 items covering 39 subjects. 29 items are free or inexpensive.

Note

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Volume XV

November, 1952

Number 8

Guidance Index is published monthly September through May by

Science Research Associates 57 W. Grand Avenue, Chicago 10, Illinois
Managing Editor: Carol Rothschild. Subscription rate \$4 a year in the United States and its possessions and Canada. Foreign, \$5. Entered as second-class matter October 21, 1946, at the Post Office at Chicago, Illinois, under the Act of March 3, 1879. Copyright 1952, by Science Research Associates, Inc.

for the

**COUNSELOR,
TEACHER,
ADMINISTRATOR, and
PROFESSIONAL WORKER**

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

Audio-Visual Education

1. Educators Guide to Free Films. Compiled and edited by Mary Foley Horkheimer and John W. Diffor. 12th ed. [Educators Progress Service, Randolph, Wisconsin.] 1952. 508 pp. \$6.00.

The twelfth annual edition of this guide lists the films under these main headings, Applied Arts, Fine Arts, Health Education, Science, and Social Studies. (These are then broken down into more specific groupings.) Each listing is accompanied by a brief description of the film contents, film characteristics, and distributor. There are title, subject, and source and availability indexes, each section identified by different colors of paper for quick reference. This edition contains 211 more films than the previous one and approximately one-quarter of the total number of films listed appear for the first time in this edition. *The Sponsored Film and General Education* by Dr. John Guy Fowlkes, Dean of the School of Education at the University of Wisconsin, is included. Reprints of this article are available free to educators upon application.

Child Development

2. "The Child and His Play. Hazel Kepler. [Funk & Wagnalls Co., 153 E. 24th St., New York 10.] 1952. 309 pp. \$3.75.

This book, for parents or teachers of children from 2 to 14 years old, discusses the importance and techniques of planned, constructive recreation. The role of play in the

lives of children, good toys—not only to give pleasure but to figure in the development of a healthy, happy youngster—and, of interest particularly to parents, the technique of story-telling, are among the topics covered. Some of the other discussions are on comics, radio, television, children's cookery, indoor and outdoor games and equipment. There is a chapter on how to choose and care for a pet and another on evaluating a child's abilities through his play activities.

Citizenship

3. †Improving Citizenship Education. [Teachers College, Columbia Univ., New York 27.] 1952. 44 pp. Free.

This two-year progress report of the Citizenship Education Project gives the resources of the Project which will assist teachers in planning for citizenship education. The three principle resources are the laboratory practice descriptions (a series of pamphlets describing activities designed to give students experience in citizenship), the card file of materials useful in such a program, and the organization guide which is designed to help teachers incorporate the two preceding tools into their present courses. The tools are described in detail and suggestions are made for their use. A review of the work of the Project on the college level and with the armed forces is included.

The evaluation of the work indicated that teachers using the resources of the Project are getting better results than the same teachers achieved in the past when using more traditional material. These results form the basis for future planning as outlined in the report.

Community Planning

4. ***A Community Youth Development Program.** Robert J. Havighurst and Others. [The Univ. of Chicago Press, 5750 Ellis Ave., Chicago 37.] 1952. 59 pp. \$1.50.

This monograph reports the first six months of work on an extended project designed to discover and aid both potentially maladjusted and gifted children in a medium-sized midwestern city. The background of theory and research which preceded the start of the project is described. Methods of discovering the children to be helped, techniques to be used in helping them, use of community resources, and implementation of these resources through a training program for community counselors are outlined. The use of a control group within the same community and the influence of the project on the community and its youth programs are also discussed.

Discipline

5. ***Better Home Discipline.** Norma E. Cutts and Nicholas Moseley. [Appleton-Century-Crofts, Inc., 35 W. 32nd St., New York 1.] 1952. 314 pp. \$3.50.

This book, a survey of home discipline in practice, presents verbatim answers from parents and children on the disapproved behavior of a child, the action taken by the parent, and the effectiveness of the action. The ages of the children are from 3 to 17 years and the range of behavioral situations is correspondingly wide. The authors discuss the effectiveness of disciplinary methods from the viewpoint of the age of the child, and as an adequate response to the situation. The chapter on the role of the father covers the problem of the absent father and is of particular significance in these times. Discipline is related to the mental health of both parent and child. Symptoms of maladjustment and sources of help are given. Each chapter concludes with a set of rules summarizing the pertinent findings of the chapter.

Education, Elementary

6. ***Learning to Know Your Pupils.** Edith S. Greer and George E. Rotter. [The University Publishing Co., 1126 Que St., Lincoln,

Nebraska.] 1951. 96 pp. 80c. Quantity prices.

This booklet describes the many ways through which the elementary school teacher may learn more about her pupils' backgrounds and personalities. More important, it covers the uses to which this knowledge may be put in encouraging children with special talent, in planning school work, and in gaining the cooperation of parents. The techniques for using such aids as cumulative records, height and weight graphs, and anecdotal records are also explained.

7. ***The Primary School—Stop! Look! Evaluate!** Constance Carr, Ed. [Assn. for Childhood Education Internat'l, 1200 15th St., N.W., Washington 5, D.C.] 1952. 44 pp. 75c. Quantity prices.

This booklet raises questions on education and educational practices in the primary school and examines research findings pertinent to primary school education. The evaluation section answers the questions raised at the beginning of the booklet and includes a self-rating scale for teachers. This section also discusses promotion practices, the problem of individual differences, and school building programs. The final section on the future direction of primary school education is a symposium of parents, teachers, and other community members. Some of the topics in this section are class size, teacher qualifications, nursery classes, and promotional practices.

Education, General

8. ***Desirable Procedures for Selecting Textbooks.** [Amer. Textbook Publishers Institute, 1 Madison Ave., New York 10.] 1952. 6 pp. Apply.

This pamphlet discusses twelve policies for wise selection of textbooks. Because procedures vary in each school, the policies are not recommended as inflexible, arbitrary rules, but as guides from which to work. The roles of school personnel other than the textbook committee are also described.

9. **Education During World Transition.** Compiled and edited

by Charles M. Allen and J. Lloyd Trump. [Univ. of Illinois Press, Urbana, Ill.] 1951. 138 pp. \$1.75.

This book presents the addresses and reports of discussion groups from the Illinois Summer Educational Conference. The book examines the effect of world conditions on education in its many phases. The effects of the war on British and American education are described. The roles of the creative person, of parents, teachers, and librarians in the current decade are presented with emphasis on the particular demands that world conflict places on these groups. The education of the exceptional individual, the effect of compulsory military service on education, and the need for adult education are among the other topics discussed.

10. New Visual Education Techniques. Alfred Porter. [Burgess Publishing Co., 426 S. Sixth St., Minneapolis 15, Minn.] 1951. 79 pp. \$1.25.

This book sets forth some of the applications of the felt-tipped marking pen in school situations. This pen has a felt nib and uses special marking pen inks. The techniques for using this tool are explained and its application in teaching reading and writing are discussed. There is a chapter on games for remedial programs, the contents of which were furnished by the Educational Clinic of Boston University. Use of the pen in various departments such as art, civics, home economics, and mathematics is described. The text is accompanied by many illustrations for clearer exposition of the techniques described and is spiral bound for ease in using.

11. What Is Progressive Education? Charles Washburne. [The John Day Co., Inc., 210 Madison Ave., New York 16.] 1952. 155 pp. \$2.50.

This book, subtitled *A Book for Parents and Others*, discusses the scientific research in the field of child psychology as a basis for the changes evident in present-day educative methods. Educational systems in other countries are examined for the light they shed on the results of various systems. Dr. Washburne describes the characteristics of a good progressive school and explains the reasons behind these characteristics. In discussing the effectiveness of the pro-

gram, comparison is made of the test results of children in traditional and progressive systems. Background of the criticism of progressive education and ways of meeting the criticism are described. The author discusses methods by which parents can help their children in the learning situation by providing the opportunities and atmosphere for learning. The final chapter contrasts traditional and progressive education to point up the differences between the two and bring together the concept of progressive education as presented in preceding chapters.

Education, Higher

12. American Junior Colleges. Jesse P. Bogue, Ed. 3rd ed. [Amer. Council on Education, 1785 Massachusetts Ave., N.W., Washington 6, D.C.] 1952. 604 pp. \$7.50.

The first part of this book includes information on types of junior colleges, and the historical development of these institutions. The accrediting agencies and their standards are described. Part II lists 575 accredited junior colleges, grouped for the first time alphabetically by state, and preceded by the state accrediting standards. Pertinent facts about each school, including unusual programs or outstanding features, are given.

13. The College and the Community. Baker Brownell. [Harper & Bros., 49 E. 33rd St., New York 16.] 1952. 248 pp. \$3.50.

In this book the author discusses the serious disassociation between college education and life in a community. He argues that the units of college education are too abstract to prepare the students for life. Such things as science and engineering, the value of the humanities, and the dangers of literacy are considered. The author suggests some positive steps to remedy the ills described. He recommends that colleges and universities become more positive in their teaching and recommends new curricula. He also feels that decentralization of the large university is essential to the reintegration of education.

Education, Secondary

14. Business Fundamentals for Everyone. Charles Fancher and

Others. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1952. 486 pp. \$2.68.

In addition to presenting basic economic facts with a view to enabling the individual to conduct his personal business affairs sensibly and with understanding, this book contains a unit, titled *Your Future*, which discusses job opportunities, qualifications, vocational guidance, occupational literature, and the character traits necessary to success in any line of endeavor. Communications, travel, banking, and insurance are some of the other topics covered. There are teaching aids and practice materials for its use as a high school text and a unit on business computation. There is also a separate student's workbook and a teacher's manual and key available.

15. Education for ALL American Youth: A Further Look. Educational Policies Commission. [Natl. Education Assn., 1201 16th St., N.W., Washington 6, D. C.] 1952. 402 pp. \$2.00.

The revision of the well-known 1944 volume examines the changes in and deficiencies of present-day secondary education and the special problems created by world conditions. The book sets forth a program and goal for rural and urban education and outlines needed improvements in state educational systems. Secondary education beyond high school is considered and the latest developments in the guidance and education fields are presented.

Exceptional Children

16. †Helping the Gifted Child. Better Living Booklet. Paul Witty. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

This booklet presents proof that, contrary to old wives' tales, gifted children are apt to be all-around, superior youngsters who, with our help, can grow into all-around, superior adults. The author, Dr. Paul Witty, Professor of Education and Director of the Psycho-Educational Clinic, Northwestern University, discusses the means we have for discovering these children. He points out the special problems the gifted are

likely to meet in the process of growing up and suggests a variety of ways in which parents and teachers can help these talented boys and girls to develop to their fullest capacities.

17. †What Are We Doing for the Superior Child? [Northwestern Univ. Reviewing Stand, Evanston, Ill.] 1952. 12 pp. 10c.

This pamphlet presents the radio broadcast of June 8, 1952, in which Dr. Woodruff L. Crawford, Professor of Pediatrics, University of Illinois, Dr. Henry L. Viets, Lecturer in Neurology, Harvard Medical School, and Paul A. Witty, Professor of Education and Director of the Psycho-Educational Clinic, Northwestern University, participated. The term "superior child" is defined in terms of intelligence and adjustment. Research indicating the over-all superiority of the gifted child is described. The problem of identifying gifted children and goals of education in view of the characteristics of this group, as well as the importance of identifying and aiding these children, are among the points discussed. Ways of aiding these children develop and gain more from the educational process close the discussion. There is also a list of books for further information.

Guidance

18. *Guidance in a Rural Community. Amber Arthur Warburton. [Natl. Education Assn., 1201 16th St., N.W., Washington 6, D. C.] 1952. 155 pp. \$2.00. Quantity discount.

This book is the story of the three year development of a program for rural guidance in Green Sea, a South Carolina school district. The important factors in the background of Green Sea are given and the progress of the program is carefully traced. Emphasis is on the development of personal and community resources as the means to solve the problems, particularly early school-leaving and lack of parents' interest in education for their children. There are quotations from children and teachers on their attitudes to the problems and to the steps taken to solve the problems. The actual mechanics of the program are presented and make the book of value to other rural communities planning, or in the process of developing, a guidance program for youth in their locale.

Human Relations

19. Interpersonal Perceptions of Teachers, Students and Parents. David H. Jenkins and Ronald Lippitt. [Div. of Adult Education Service, Natl. Education Assn., 1201 16th St., N.W., Washington 6, D. C.] 1951. 119 pp. \$1.25.

This booklet is the report of research done by interview, in the case of the parents and students, and by questionnaire, in the case of the teachers, to discover what each group does that the other groups like and dislike, and what each group thinks that the other groups like and dislike. The problems brought to light by different attitudes of the groups to an aspect of interpersonal relations are suggested as the basis for changes to bring the actual relationships to more nearly what each group wants them to be. For example, 69 percent of the teachers mentioned that friendliness was a desirable student trait, but only 2 percent of the students were aware of this teacher feeling to the extent of mentioning that teachers liked students to be friendly. The survey is explained from beginning to conclusion as a guide for other groups who may wish to conduct a similar survey and an appendix contains instructions in the interview technique used as well as the questions each group was asked.

20. Links with Life. S. R. Laycock. [The Ryerson Press, 299 Queen St., West, Toronto 2-B, Canada.] 1951. 60 pp. 75c.

This booklet, on interpersonal relationships, uses the case study method to illustrate principles of successful life adjustment. Parent-child, boy-girl, husband-wife, and brother-sister relationships are among those discussed. The scope widens from the immediate family to encompass grandparents, teachers, and neighbors in their relationship to the individual. Each chapter closes with suggested topics for discussion and reading references pertinent to the subject of the chapter.

Mental Hygiene

21. Are Your Troubles Psychosomatic? J. A. Winter. [Julian Messner, Inc., 8 W. 40th St., New York 18.] 1952. 222 pp. \$3.50.

This book, written for laymen, explains the relatively new concept of emotional tension as the cause of many ailments. Dr. Winter illustrates the relationship between mental states and such disorders as ulcers, sinus trouble, apoplexy, and skin diseases. Much case material is used to demonstrate the relationship and illustrate methods of relieving tension and so relieving the physical symptoms. The author, pointing out that disorders in the sexual area are connected to tensions created in childhood, emphasizes the importance of parental attitudes toward sex as formative factors in the child's attitudes.

22. *Fears of Children. Produced by Julien Bryan, Internat'l. Film Foundation. [Internat'l. Film Bur., Inc., 57 E. Jackson Blvd., Chicago 4.] 16mm. Blk. & white. Sound. 29 min. running time. 1952. \$115.00.

This film, about children from 4 to 6 years old, tells how one little boy's fears are related to his feelings for and about his parents. Some of the problems are fear of the dark, nightmares, sulking, and temper displays. The role of the parents as causes of these fears and contributors to the behavior problems is brought out by the film. The problems snowball until the parents realize their part in the problem and work to discipline themselves. The film is designed especially for child-study discussion groups. For information about borrowing or renting this film inquire at state or local health departments, public libraries, or 16mm. educational film libraries.

23. *†A Healthy Personality for Your Child. Children's Bur., Federal Security Agency. [U.S. Govt. Print. Off., Washington 25, D. C.] 1952. 23 pp. 15c. Discussion aid, 10c.

This attractive booklet, a popular version of part of the Fact Finding Digest prepared for the Midcentury White House Conference on Children and Youth, traces the growth of personality and describes the forces which influence its development. The importance of the parents' roles in helping their children achieve emotional and mental health is stressed. Some important topics covered are: the stages through which a child goes on the way to maturity, the needs which he expresses in the various stages, and how best to fill these needs. The dis-

cussion aid, prepared for use by study groups, contains suggestions for discussions outlined in the pattern of the booklet, suggestions for leading such a group, and listings of pamphlets, books, and films of value to a child-study group.

24. **Psychology of Adjustment.**

William H. Mikesell and Gordon Hanson. [D. Van Nostrand Co., Inc., 250 Fourth Ave., New York 3.] 1952. 406 pp. \$4.50.

In this book for beginning college students of psychology the authors have sought to present an introduction to the subject of maladjustment and an aid to practical living. A large part of the first few chapters is devoted to clearing up some common confusions on the subjects of frustration and maladjustment. Since the results of the adoption of defense mechanisms can be so harmful to personality development the section given over to this topic is extensive. Remedial measures for maladjustments are included when it has been possible to do so. The importance of motives in a successful adjustment and the relative position of motives and goals have been given considerable attention. Much use is made of case material in illustrating the discussions. Each chapter is pointed up by questions which review and develop the matter covered.

Military Service

25. **†Character Guidance in the Armed Forces.** Martin H. Scharlemann. [Amer. Social Hygiene Assn., 1790 Broadway, New York 19.] 1951. 8 pp. 10c. Quantity prices.

This brief discussion of the history and aims of the character guidance program in the armed forces may serve to reassure parents who are fearful of the kind of companions and activities their sons may meet in the armed services. The author, an army chaplain, explains the chaplain's weekly hour as the core of the program concerned with the teaching of ideals. Loyalty, responsibility, freedom, and respect for authority are part of the subject matter of the character guidance program in the armed forces as explained by the author.

26. **Student Deferment and National Manpower Policy.** Natl.

Manpower Council. [Columbia Univ. Press., 2960 Broadway, New York 27.] 1952. 102 pp. \$2.00.

The National Manpower Council sets forth and examines the student deferment program as it exists today. Reasons for the policy of student deferment, the importance and implications of the policy and its effects on the military manpower pool are discussed. The procedure of selecting those students who will be deferred is described and examined for its justness. The question of the consistency of such a policy with democratic procedure is raised. Ways of making the student deferment policy more consistent and equitable are set forth. The recommendations made by the Council regarding student deferment, military manpower policies, and deferment of apprentices are listed.

Sex Education

27. ***Sharing Sex Education with Children.** Gloyd Gage Wetherill. [Health Printing Co., 1370 First Ave., San Diego 1, Calif.] 1951. 43 pp. \$2.00.

This guide for parents of children from 5 to 18 presents information covering children's interests in sex as discovered by a study of children's questions made by Dr. Wetherill and others. Chapters treating phases of reproduction are followed by the most common questions paired with brief, accurate answers. There is a vocabulary list of 100 words and simple drawings illustrating the story of reproduction preface the text.

Vocational Education

28. **The Effectiveness of the High School Program in Home Economics.** Clara Brown Arny. [Univ. of Minnesota Press., Minneapolis 14, Minn.] 1952. 319 pp. \$4.75.

This book is a report on a five-year study of the home economics program in twenty Minnesota schools. Explanation is made of the purposes of the study and of the techniques used. An outstanding feature of the book is the comparison of the facilities and effectiveness of home economics instruction in schools receiving state and federal vocational funds and schools not

receiving such funds. The recommendations made as a result of this comparison, as well as the findings of the entire project, carry significance for anyone concerned with the content and methods of home economics instruction.

Youth-Serving Organizations

29. **†Handbook for School Administrators.** The National Conference for Cooperation in Health Education. [Health Publications Institute,

Inc., 216 N. Dawson St., Raleigh, N. C.] 1952. 74 pp. 50c.

This handbook is designed to enable the school administrator obtain information to aid in the development of a sound health program within his school. The facts on the National Conference, its purpose, projects, and committees, are given. The type, purpose, program, publications or other materials and facilities, and organizational data are given for each of the 62 health and education member agencies concerned with children and the health of children.

for the **STUDENT**

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIAL

Marriage

30. **Preparation for Marriage.** [Baptist Youth Fellowship, 1703 Chestnut St., Philadelphia 3, Pa.] 1952. 80c.

This packet, for use by young people, contains five discussion guides covering courtship, love, engagements, marriage, and the problem of mixed marriages. The packet also contains two SRA Life Adjustment Booklets, *Dating Days and Looking Ahead to Marriage*, and one booklet titled *If I Marry a Roman Catholic*. The discussion guides are based on appropriate passages from the Bible and refer to specific chapters in the booklets. The guides also suggest topics for discussion. Included in the packet is a listing of books and audio-visual material and their sources.

Military Service

31. **†You and the Draft. Life Adjustment Booklet.** William S. Vin-

cent and James R. Russell. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 48 pp. 40c. Quantity discounts.

Thousands of teen-age boys today are wondering about the draft and how it will affect them. In this booklet, the authors, who direct the Citizenship Education Project at Columbia University, answer those questions that worry most young men facing military service. They discuss the draft procedure in some detail—how the quota system operates, what deferments are based on and how they can be applied for, what the classifications mean, what happens after registering, the relative advantages of enlisting and being drafted, and what the educational and career opportunities are in the armed forces. The big question—why we have the draft—is discussed in terms of world events, and there is an explanation of how and why we are acting to protect our freedom. The booklet emphasizes the importance of every young man's taking a positive attitude toward his forthcoming military service and making more careful plans for his future.

Reading

32. *†**Junior Booklist of the Secondary Education Board.** [Esther Osgood, Executive Secretary, Secondary Education Board, Milton 86, Mass.] 1952. 44 pp. 35c.

This listing of recently published books for children in grades 1 to 9 is divided into four sections, grades 7 to 9, 4 to 6, 1 to 3, and for the youngest readers. The short reviews which accompany each title are written for young people and books of special worth are marked. Interest, information, and literary value were the reasons for selection and the range of subjects covered by the list is a wide one.

33. †**Senior Booklist of the Secondary Education Board.** [Esther Osgood, Executive Secretary, Secondary Education Board, Milton 86, Mass.] 1952. 44 pp. 35c.

This booklist for the use of students in the last four years of secondary school has its titles grouped under the following headings: The World Today, People, Places, Poetry and Drama, Essays and Criticism, Novels, Short Stories, Fine and Allied Arts, Music, Religion, History and Social Problems, Hobbies, Sports, Practical Arts, Vocations, Science, Reference, and Recommended Reprints and New Editions. Each listing carries a short review written for the student and the library number of the book according to the Dewey Decimal System. The listings are further annotated by grades.

Social and Personal Adjustment

34. **Joyce Jackson Goes on a Date.** [Joyce Jackson, Box 93, New Haven, Conn.] 1952. 62 pp. \$2.00.

The personal, social, and moral problems which high school and college girls meet today are presented and discussed by the author. The problems are those faced by average girls—what to wear when, restaurant dining, gifts, marriage and education, and the perennial problem “necking”—these are the problems with which the author is concerned. The dust jacket carries a coupon entitling the reader to use the Joyce Jackson Problem Service. This personalized service helps readers with their individual problems.

Vocational Guidance

35. †**Career Planning.** [Pace College, 225 Broadway, New York 7.] 1951. 32 pp. Free.

This aid for high school students describes the advantages and opportunities open to the college trained person. It also emphasizes the need for thoughtful career planning in the light of present-day conditions and discusses the right way to select a college so as to obtain the most of what is desired from a college education. Preparatory study for the many professions described is outlined and included is a discussion on choosing a career. There is a self-evaluation scale so that the student may rate himself on appearance, responsibility, leadership, social adjustment, consideration of others, and emotional stability.

36. †**Careers through the Curriculum at W.S.C.** (Washington State College) 3rd ed. [Director of Admissions, The State College of Washington, Pullman, Wash.] 1952. 161 pp. Free to school guidance personnel. Supply limited.

This book covers six areas of career preparation and selection for many professional fields. The personal qualifications necessary, specific recommended high school subjects, the college courses required, the facilities offered at W.S.C., and professional, social, and financial attainments and possibilities are given for professions ranging from accountant to zoophysiologist.

37. *†**Exploring the World of Jobs.** *Junior Life Adjustment Booklet.* Donald E. Kitch. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1952. 40 pp. 40c.

This booklet introduces boys and girls of upper elementary and junior high school age to the world of job and careers. While pointing out that these boys and girls are generally not ready to make specific occupational choices and will not be for some time to come, *Exploring the World of Jobs* shows how they can in the meantime learn about different jobs and careers—what people do in different jobs, job requirements, and conditions of work. Activities suggested provide opportunities for learning through concrete first-hand experiences—

surveys of jobs in the community; visits to department stores, factories, farms, construction projects, and offices; day-to-day observation of people at work on particular jobs; discussions with working people about their jobs; and part-time jobs of their own. Criteria are also provided for evaluation of jobs in terms of personal abilities, needs,

and interests, and of attainability. Checklists and charts help the young reader to further explore the world of work. Donald E. Kitch, Chief of the Bureau of Guidance, California State Department of Education, is author of this latest publication in SRA's Junior Life Adjustment Booklet series.

VOCATIONAL MATERIAL

Accounting

38. **Employment Outlook in Accounting.** Bulletin No. 1048, Bur. of Labor Statistics, U. S. Dept. of Labor. [U. S. Govt. Print. Off., Washington 25, D. C.] 1952. 32 pp. 20c.

This booklet describes the growth of the accounting field and the work of accountants in general. The seven major classifications—auditing, general accounting, cost accounting, systems and procedures, tax accounting, control accounting, and teaching—are described and the fields of public, private, and government accounting are discussed. The number of accountants in each field, the geographic distribution of accountants, methods of entry, and possibilities for advancement, as well as steps in the advancement, are given. Training, qualifications for entrance, and requirements of the three major fields are described. Reasons for an expected increased demand for accountants are set forth. The discussion on earnings and working conditions also gives the advantages and disadvantages of the three major fields. There are sources listed for further information.

Advertising and Public Relations

39. **The Advertising Business.** Albert D. Conkey. [Aircraft Club of Detroit, 2237 Book Tower, Detroit 26, Mich.] 1951. 29 pp. 25c. Quantity discount.

This booklet was prepared to give the teacher information about the advertising profession and to answer students' questions about jobs in advertising. Abilities needed in the various phases of advertising, such as selling, copywriting, art, publicity and production, are discussed and likely places for employment in each phase are given. Stress is laid on the importance of clerical jobs and skills as a starting place for the

beginner. Salaries, security, and advancement in the advertising field are considered in relation to other professions and the advantages and disadvantages in the field are set forth.

Clothing Manufacture

40. **Tailor.** Sarah Splaver. Occupational Abstract No. 154. [Personnel Services, Inc., Peapack, N. J.] 1952. 6 pp. 50c. Special to students, 25c.

This occupational abstract describes three major categories of tailors, shop tailors, journeymen tailors, and alteration tailors, and gives the types of work performed by each. There is a brief discussion of the history of the garment industry. The qualifications and preparation needed in the field are given and a statement is made that Army or Navy veterans with service experience as tailors or textile repairmen can use this training and experience in the civilian tailoring field. Methods of entrance into the field are discussed and the fact that there is little occupational mobility due to the specialized nature of the work is brought out. Earnings, which in the majority of cases are on a piecework basis, are briefly discussed and average figures are given. The advantages and disadvantages of the occupation are set forth. Gains made by unions, as well as average monthly dues, figures and advantages accruing to members, are described. References for further reading and information are also given.

Education

41. **Opportunities in Teaching.** Benjamin Fine. [Vocational Guidance Manuals, Inc., 45 W. 45th St., New York 36.] 1952. 112 pp. \$1.00.

This manual, by the Education Editor of the *New York Times*, presents an up-to-date picture of the teaching profession. Topics covered are: the educational attainments and personal qualities which are prerequisites for success, present-day salaries, and a comparison of the environment in rural and urban areas. Beginning jobs and advanced positions are described as are the methods used to obtain jobs and ways to advance. Also discussed are jobs related to teaching, the various educational associations and their functions, and there is, in addition, a bibliography for further information.

Food and Beverages

42. **†Baker.** [Chronicle Guidance Press. Moravia, N. Y.] 1952. 4 pp. 50c.

This brief gives a description and the history of the occupation of baker. The processes involved in the preparation of various kinds of bakery goods and the skills needed in bakeries of different sizes, from the very small to the large mechanized ones, are described. Working conditions, wages, and employment outlook are discussed. The qualifications and training necessary for the occupation of baker are given. Suggested high school preparation and references for further reading are also listed.

Health

43. **†Digest of Dentistry as a Professional Career.** [Council on Dental Education, Amer. Dental Assn., 222 E. Superior St., Chicago 11.] 1952. 12 pp. Single copies, free.

This digest gives the pre dental requirements and stresses adequate, broad preparation in high school and college. The length of professional education, the courses required, and the degrees conferred (D.D.S. and D.M.D.) are some of the topics covered. Hospital dental internships and residencies as well as graduate and refresher courses are discussed for their value and, in some instances, as requirements for licensing. State regulations on the practice of dentistry, National Board examinations for both general practice and specialization are discussed and explained. Dental careers in the Army, Navy, Veterans Administration, and U. S. Public Health Serv-

ice are described and sources of further information on these careers are listed.

44. **Linda Kent, Student Nurse.** Dorothy Deming. [Dodd, Mead & Co., 432 Fourth Ave., New York 16.] 1952. 274 pp. \$2.50.

This novel is the story of a young high school girl who confirms her choice of nursing as a career through a summer spent as a hospital volunteer aide. She overcomes the obstacles of parental objections and financial problems. The story takes her through the combined college and nursing course she finally chooses and through three months in Labrador as a nurse for the Grenfell Association. Friendships, romances, personal problems, and the day-to-day life of a nurse are the subjects which make this an interesting book for the girl who is considering a career as a nurse.

45. **†Nursing.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1952. 5 pp. 5c.

This fact sheet discusses the registered nurse and the practical nurse. The demand, personal and educational qualifications, cost of education, sources of employment, and earnings of each are described. The state regulations governing practical nursing are discussed in a general way as these will vary from one state to another but sources from which exact information may be obtained are given, as well as sources for other information which may be desired.

46. **The Osteopathic Physician and Surgeon.** Wilfrid E. Belleau. [Park Publishing House, 4141 W. Vliet St., Milwaukee, Wis.] 1951. 27 pp. 60c.

This booklet on the osteopathic school of medicine defines and describes its history and, in the process, some common misconceptions about osteopathy are cleared up. The six colleges approved by the American Osteopathic Association are listed and the entrance requirements given. Cost of training, length of courses and curriculum are described. General practice and specialization are compared for initial cost and most advantageous locations. Three phases of salaried work are listed and briefly described. Tables of earnings compiled from figures quoted by men in the field are presented. A discussion of the opportunities

and outlook in the field as well as of the advantages and disadvantages of the profession is included. A shorter discussion covers the same points as outlined above for the woman in osteopathy.

Home Economics

47. **†Fascinating Careers Waiting for Girls in Public Health and Social Welfare.** [Amer. Home Economics Assn., 1600 20th St., N.W., Washington 9, D.C.] 1951. 8 pp. 25c. Quantity prices.

This pamphlet is on the careers of public health nutritionist and home economist in social welfare. The growth and increasing importance of the fields, the fact that changes take place slowly, the necessity for dealing smoothly with people, and the opportunities for continuing a career after marriage, are some of the characteristic advantages and disadvantages presented. Types of organizations in these fields, the kind of work each does, necessary qualifications, and salaries for inexperienced and experienced personnel are among other topics covered.

48. **†Your Career as a Home Economist Who Works with Children, Youth, and Families.** [Amer. Home Economics Assn., 1600 20th St., N.W., Washington 9, D.C.] 1951. 25c.

This folder, which may be used as a pamphlet or displayed as a poster, describes the positions open to qualified personnel in the fields of family relations and child development. Nursery schools, settlement houses, and family life education in the schools are only a few of the possibilities listed. The nature of the work, the opportunities, satisfactions, qualifications, and salaries are given for each position. All of the careers described are the kind that girls can continue to work at after marriage. Allied positions in journalism and radio which are open to home economists are briefly mentioned. Positions with the county or state as extension agents are included in this bulletin.

Landscaping

49. **†Landscape Architecture as a Future Life Work.** [Amer. So-

cietry of Landscape Architects, 9 Park St., Boston 8, Mass.] 1952. 1 pp. Single copies, free.

This statement is a brief description of the field of landscape architecture. Salaries for graduates of approved schools are approximated and schools meeting at least the minimum requirements of the Society are listed. Also available from the above address is a statement of the minimum professional training, elements of basic curriculum, and minimum course hours approved by the Society.

Library Work

50. **†Your Career as a Medical Record Librarian.** [Amer. Assn. of Medical Record Librarians, 510 N. Dearborn St., Chicago 10.] 1951. 16 pp. Single copies, free.

This pamphlet tells the many purposes a medical record serves, underscoring the need for trained medical record librarians. The training required of a student with two years of college, a diploma from an approved school of nursing, a baccalaureate degree, or a high school diploma, is outlined and the courses most commonly required are listed. The advantages and employment outlook for the medical librarian are discussed and there is a list of approved schools offering courses for medical record librarians. The entrance requirements, length of training, starting date of classes, tuition, and whether successful completion of the course confers a certificate or baccalaureate degree are given for each school.

Manufacturing, Miscellaneous

51. **†Careers in Petroleum.** [Oil Industry Information Committee, Amer. Petroleum Institute, 50 W. 50th St., New York 20.] 1951. 32 pp. Single copies, free to school personnel.

This booklet describes a wide range of job opportunities in the petroleum industry. Seven major job groups: Science-Math-and-Go-to-College, Manual-Mechanical, Observational, Mechanical, Truck Driving-Observational, Meet-the-Public, and Administrative-Clerical-Personnel, are outlined and the occupation within each group employing the largest number of workers is used to

illustrate the nature of the work, advantages, disadvantages, and requirements. Other facts given about these job groups are the working conditions, entry jobs, and promotional opportunities. Career opportunities more briefly described are in the office, technical, marine and foreign service fields.

Printing and Publishing

52. **Editor.** Sylvie Schuman. Occupational Abstract No. 151. [Personnel Services, Inc., Main St., Peapack, N. J.] 1952. 6 pp. 50c. Special to students, 25c.

The general duties and responsibilities of an editor, in newspaper, magazine, and book publishing, are discussed in this leaflet. Specifically, it describes the nature of the work of a managing editor, a book editor, and special editorial jobs—city editor, copyreader, associate editor, department editor. Information is included on the personal qualifications and training necessary to become a successful editor, opportunities for entering the field, chances for advancement, number and distribution of workers, and salaries. Some of the advantages and disadvantages of the work and sources of further information are also considered.

Religious Work

53. **Opportunities in Jewish Religious Vocations.** Walter Duckat. [Vocational Guidance Manuals, Inc., 45 W. 45th St., New York 36.] 1952. 128 pp. \$1.00.

This manual on Jewish religious vocations examines vocations in orthodox, conservative, and reform Judaism. Some synagogue vocations discussed are those of rabbi, chaplain, and cantor. Vocations in Jewish education, social work, vocational counseling, in the field of human relations, and dietary and mortuary vocations are some of those described. The duties, training, salaries, and outlook for each vocation are outlined. The author points out advantages and disadvantages present in the different fields. While some of the vocations presented are not, strictly speaking, religious ones, they are closely allied to Jewish religious life. Religious vocations in Israel are described separately and the variations in training and occupational future peculiar to Israel are pointed out. There is also a

bibliography grouped under professional headings.

Retail Trade

54. **Jeweler.** H. Alan Robinson. Occupational Abstract No. 152. [Personnel Services, Inc., Main St., Peapack, N. J.] 1952. 6 pp. 50c. Special to students, 25c.

What the jeweler does, his personal qualifications, training requirements, suggested methods of entry into the field, and the future employment prospects in the industry are discussed in this leaflet. Information is included covering apprenticeship training, advancement opportunities, earnings, unions and associations to which jewelers belong, and the number and distribution of workers. Some of the advantages and disadvantages of the job of jeweler and the occupations related to that of jeweler are also considered.

Science

55. **Your Opportunities in Science.** [Special Services Dept., Natl. Assn. of Manufacturers, 14 W. 49th St., New York 20.] 1952. 30 pp. Free.

This book provides a great deal of practical information for young men and women who are considering careers in science and technology. It describes the development of modern science and engineering and outlines specific jobs in this field—research director, research scientist, development scientist or engineer, laboratory assistant, technical salesman or serviceman, production engineer, technical writer, patent attorney, technical librarian, and teacher. For each of these jobs information is given concerning the duties and responsibilities, the personal and educational qualifications required, with suggestions as to how some of these qualities may be developed. Other suggestions are included for self analysis and testing, and for discussion with guidance counselors, parents, or teachers.

Social Service

56. **The Outlook for Women in Social Work: General Summary.** Bulletin of the Women's Bureau No. 235-8, Social Work Series.

[U. S. Govt. Print. Off., Washington 25, D. C.] 1952. 93 pp. 30c.

This is the eighth and final bulletin in a series on the need for women in social work. The demand, earnings, and variations in outlook are among the topics discussed. There is a section of suggestions on preparation and obtaining employment for persons interested in social work. The appendix lists the minimum education and experience requirements for positions with the federal government and for membership in the principal social work organizations.

Wholesale Trade

57. †Salesmen - Saleswomen.
[Chronicle Guidance Press, Moravia, N. Y.] 1952. 4 pp. 50c.

The occupations of wholesale and retail salesmen are considered in this occupational brief. Similarities and differences between the work of the wholesale and retail salesman are pointed out, working conditions are described, and qualifications for success are outlined, training opportunities and requirements are given, and the many methods of entry into the field are discussed. Sources of further information are given.

Writing

58. A Practical Manual of Screen Playwriting for Theater and Television Films. Lewis Herman. [The World Publishing Co., 2231 W. 110th St., Cleveland 2, Ohio.] 1952. 294 pp. \$3.50.

This book gives rules and suggestions and describes practices which may be applied to the writing of motion-picture screen plays for presentation on television and in the theater. It is designed to be used as a guide to the beginning writer and as an aid to the professional writer in these fields. The book covers practically all of the steps involved in writing plays, from the story idea through the development of the plot, and gives detailed discussions of the elements necessary in preparing camera directions, fashioning a shooting script, and writing a shooting script. In discussing these details, the author points out the personal qualifications and specialized skills that are required for the work, and suggests methods of entry into the field.

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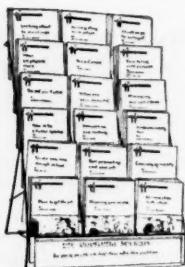
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